



Foreign Affairs Manual

3 FAM – Personnel

Change Transmittal: PER-635

Date: March 1, 2011

3 FAM 1510 EEO—GENERAL

3 FAM 2230 CATEGORIES OF FOREIGN SERVICE PERSONNEL

3 FAM 2350 PERSONNEL RECORDS

3 FAM 4710 GENERAL PROVISIONS

3 FAM 7110 INTRODUCTION

Changes

1. The shortened form of “locally employed staff” was corrected to “LE staff” from “LES.” According to HR, “locally engaged staff” should be “locally employed staff,” so instances of this term were corrected, too. LES is an acronym for “Law Enforcement Sensitive” information.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of

electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.

3. Revisions are shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 3 FAM 1510 (CT:PER-560, 07-15-2005; 5 pages) and replace it revised subchapter 3 FAM 1510 (5 pages).
2. Remove and discard old subchapter 3 FAM 2230 (CT:PER-557, 07-06-2005; 4 pages) and replace it revised subchapter 3 FAM 2230 (4 pages).
3. Remove and discard old subchapter 3 FAM 2350 (CT:PER-610, 06-09-2009; 10 pages) and replace it revised subchapter 3 FAM 2350 (11 pages).
4. Remove and discard old subchapter 3 FAM 4710 (CT:PER-582, 10-25-2005; 5 pages) and replace it revised subchapter 3 FAM 4710 (5 pages).
5. Remove and discard old subchapter 3 FAM 7110 (CT:PER-526, 04-07-2005; 8 pages) and replace it revised subchapter 3 FAM 7110 (9 pages).
6. After inserting the material in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:PER-635, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

(**HR**)